



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ARMY CENTER FOR SUBSTANCE ABUSE PROGRAMS
4501 FORD AVENUE, SUITE 320
ALEXANDRIA VA 22302-1460

PEDA

AUG 17 2004

MEMORANDUM THRU U.S. Army Installation Management Agency, Director, Human Resources, ATTN: SFIM-HR, 2511 Jefferson Davis Highway Suite 11E54, Arlington, VA 22202-3926

FOR Installation Garrison Commanders

SUBJECT: A Combat Leaders Guide: Risk Management of Alcohol and Drug Abuse

1. The Army Center for Substance Abuse Programs (ACSAP) has developed a laminated pocket sized (3.5" X 5.5") flip book entitled "A Combat Leaders Guide: Risk Management of Alcohol and Drug Abuse"; henceforth referred to as the Substance Abuse Pocket Guide.
2. The Substance Abuse Pocket Guide is available for distribution to installations that have units deploying to Iraq, Kuwait, Afghanistan, Qatar, and Saudi Arabia. Request you direct the Alcohol and Drug Control Officer (ADCO) to request copies from ACSAP by e-mailing a request to prevtraingroup@acsap.army.mil.
3. Deploying units should receive a copy of the Substance Abuse Pocket Guide for each squad leader, platoon SGT, platoon leader, 1SG, CSM, and Commander. The ADCO must determine the exact number of books required before making a request.
4. ACSAP requests a verification e-mail that distribution was made to deploying units. The e-mail should contain a list of units receiving the Substance Abuse Pocket Guide, the number issued and the date issued.
5. The ACSAP POCs for this action are Mr. Michael Biggerstaff or Mr. Josh Myerson, 703-681-5575/0667; DSN: 761-5575/0667 or at prevtraingroup@acsap.army.mil.

GEORGE P. CHAGALIS
Director, Army Center for Substance
Abuse Programs